

NINETIETH MEETING
of the
ADMINISTRATIVE ADVISORY COMMITTEE
MEETING NOTES
October 15, 2010

The Ninetieth Meeting of the Administrative Advisory Committee convened at 10:10 a.m., on October 15, 2010, in the Conference Room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois.

Present were: Khris Clevenger, representing Illinois State University; Steve Cunningham, representing Northern Illinois University; Maureen Parks, representing the University of Illinois; and William Weber, representing Eastern Illinois University.

Present by teleconference were: Peggy Podlasek, representing the Illinois Board of Higher Education; Jackie Thompson, representing Western Illinois University; and Glenn Meeks, representing Chicago State University.

Members absent were: Joanne E. Maitland, Chair, representing the Merit Board; Gebe Ejigu, representing Governors State University; Geoffrey Obrzut, representing the Illinois Community College Board; Shoba Nandhan, representing the Illinois Student Assistance Commission; Duane Stucky, representing Southern Illinois University; and Mark Wilcockson, representing Northeastern Illinois University.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Teresa Rademacher, Secretary for the Merit Board; Jeff Brownfield, Manager, Operations Division; Cindy Neitzel, Manager, Audit and Advisory Services; and Barney Bryson, Chair, State Universities Civil Service Advisory Committee.

Consideration of the Report of the Eighty-Ninth Meeting, October 16, 2009

Mr. Morelock requested approval of the Report of the Eighty-Ninth Meeting of the Administrative Advisory Committee meeting held on October 16, 2009. Ms. Thompson moved to approve the report of October 16, 2009. Ms. Parks seconded Ms. Thompson's motion. The motion carried.

Biennial Institutional audit issues

Mr. Morelock updated the committee on the Joint Senate Committee hearing that was held on August 11, 2010 to discuss *'civil service employment classifications, exemptions, and protocols at the University of Illinois at Chicago'*. The committee was composed of members from the Senate Higher Education Committee and the Senate Appropriations II Committee. Mr. Morelock further stated that this issue was discussed with the Merit Board at their last meeting on August 18, 2010. He further stated that the Senate Committee was very critical of the Merit Board's decision several years ago allowing employers to exempt positions. The Senate Committee questioned how our agency addressed major compliance issues, and if the audit process was adequate in monitoring exemptions and/or other major compliance issues. The Senate Committee also had questions on how the Merit Board members were appointed to represent our agency. The Senate Committee asked the University System Office to make recommendations on how to solve the compliance problems and issues. Specifically, they asked for recommendations to resolve the PAA issues at UIC.

SEIU testified at the Senate Committee Hearing on how many employees had lost their positions due to the inappropriate transition of civil service positions to PAA exemptions.

At the August 18 Merit Board meeting, a discussion was held on what should be done to react to any possible legislative action that may attempt to change the dynamic of our System. The University of Illinois at Chicago has initiated several follow-up procedures in response to their audit findings, but several of the changes have not significantly impacted the overall results of the audit.

Mr. Morelock further stated that the Merit Board had discussed the following four items, but no action was taken by the Board at the August 18, 2010 board meeting:

- 1) *Immediate transition of all similar positions/incumbents, as determined to match civil service specifications, to appropriate civil service appointments/classifications;*
- 2) *Consideration of specific Merit Board action to temporarily withdraw UIC exemption authority, and require approval for each exemption through the University System Office prior to employment;*
- 3) *Removal of DER (Designated Employer Representative) designation for UIC, with University System Office retaining full authority to act as DER for UIC employment location, until such time that UIC can demonstrate active personnel management systems consistent with compliance requirements; and*
- 4) *In the case of willful and intentional misconduct, possible referral to the Inspector General's office or State's Attorney Office for further investigation and recommendation.*

Mr. Morelock further stated that the Merit Board also had discussed the following proposed recommendations and took action to publicize all final audit reports at the agency's website.

- 1) *Establishment of administrative rules regarding the biennial compliance audit process, outlining specific actions to be taken in instances of statutory non-compliance;*

- 2) *Transition of exemption procedures into specific administrative rules regarding the exemption process;*
- 3) *Until such time that 1 and 2 above can be implemented, immediate Merit Board action to modify current procedural standards to specifically limit exemption authorization by our various employers and/or increase accountability standards and corresponding consequences to aggressively address issues related to this topic;*
- 4) *For the sake of complete transparency, publicize all final audit reports at our public website address as soon as they are released; the University System Office has been questioned about this many times and has been required to devote additional resources to produce these reports under the FOIA; and*
- 5) *Offer our consultation with respect to the development of any statutory legislative action in this regard.*

Discussion of the transition of the Exemption Procedures Manual to be formally codified as Administrative Rules under 80 Ill. Adm. Code §250

Mr. Morelock stated that the current Exemption Procedures will be codified as Administrative Rules. This will be an agenda item at the next meeting of the Merit Board in November 2010. It was clarified that actual forms in the Exemption Procedures Manual would remain as procedures, but the substantive content would be transitioned to Administrative Rules.

Discussion of proposed procedure manual revisions

Mr. Morelock reported that the Merit Board has approved the initial Pilot Program in September 2002 for a five year period that included three class titles. In September 2003, the Merit Board approved adding an additional three IT titles. At the August 2008 meeting of the Merit Board, the Board voted to extend the program for an additional three years until September 2011. With the time period for this program to end next year, there is a need to move these classifications into the current Civil Service Classification Plan. Several revisions have been prepared to the Classification Procedures Manual, Sections 4.1 through 4.5, to facilitate the transition of these titles into the Classification Plan. The six titles currently approved are:

- Accounting Associate
- Business/Administrative Associate
- Human Resource Associate
- Information Technology Technical Associate
- Information Technology Support Associate
- Information Technology Manager/Administrative Coordinator

The Merit Board will be provided a copy of the proposed changes at the November 17, 2010 meeting of the Merit Board. The University System office will continue to work with the various committees on

permanently transitioning the pilot program classifications, and corresponding employment protocols, into the class plan.

Report of the Executive Director

Mr. Morelock updated the committee on the following:

- *Current expenditures for FY 2010/FY 2011 were included in the agenda materials. Currently have three vacant positions; FY 2012 budget recommendation is the same as the FY 2011 appropriation; a new lease has been signed for an additional five years – cost savings of approximately \$30,000/year.*
- *Legal Counsel Position – Mary C. Follmer, Legal Counsel for the University System office, passed away on September 13 after a very short illness.*
- *Audit Program – University System staff will be auditing Southern Illinois University School of Medicine at the end of October 2010 and the State Universities Retirement System in November 2010.*
- *Classification Plan Update – staff are working on several revisions to class spec/exams.*
- *Legal Update – 14 Written Charges for Discharge have been served on employees at the various universities/agencies for FY 2011. There are currently five discharge cases pending. Merit Board will act on three cases at the November Merit Board meeting.*

Other Items as presented

Proposed meeting dates for calendar year 2011 were included in the agenda materials. They are

- Wednesday, February 9, 2011
- Wednesday, May 4, 2011
- Wednesday, August 3, 2011
- Wednesday, November 2, 2011

Mr. Morelock stated that these meeting would be held based on need and agenda materials. The next meeting of the Administrative Advisory committee is tentatively scheduled for Wednesday, February 9, 2011. The meeting adjourned at 11:08 a.m.